

FOX GLEN MASTER ASSOCIATION, INC

REQUEST TO CHANGE COMMON ARCHITECTURAL ELEMENTS | 2025

The following procedures shall be followed by all Owners in the Fox Glen Community (the "Community") when requesting permission to make changes to the exterior appearance of individual homes or units within the Community. A written Architectural Change Request must be submitted 5 business days prior to the next scheduled BOD Meeting. Complex projects (or when additional information is required), may require additional time for processing. It is incumbent upon the Owner to submit this application in a timely manner. **No construction or alteration shall be undertaken prior to receiving written approval from the Fox Glen Master Association, Inc. Architectural Review Committee.**

This form is for use in requesting permission of the Fox Glen Master Association, Inc. to make changes to the common and exterior elements. All requests will be considered at the Fox Glen Master Association, Inc. Board of Directors regular meeting following submission of the request. **At this time the Fox Glen Master Association Board and the Architectural Review Committee are synonymous.**

Please follow these instructions as outlined:

1. Please read carefully and sign and date this form.
2. Provide a complete description of the proposed changes on page two of this form. Attach additional pages as needed. **All applicable items below are required to submit with your ARC Request.** Please reference Sections 7-9 in the Rules and Regulations to see if a current Survey is also required.
 - Paint colors/swatches
 - Materials list
 - Drawings
 - Site plans and a photo of the area of the home where installation will occur
 - Contractors Certificate of Insurance
3. Submit all pages of the completed form and all attachments to the Board at **masterhoa@foxglen.org** If you are unable to submit via email, please contact Shannon or Randall to deliver hard copies of request. **Your request is not considered received until all documents and attachments are submitted for review.**

Requests will be reviewed at scheduled Board Meetings and must be submitted at least 5 Business Days prior to the meeting date or they will be held until the next meeting for review. Scheduled 2025 meetings are as follows:

January 22, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, and December 18.

4. Certificates of insurance coverage from the contractor must be submitted prior to any work commencing, naming as an additional insured, and holding harmless The Fox Glen Master Association, Inc., its members and representatives, from and against any and all claims, actions, liability and expense, arising from or out of Contractor's services or work including (without limitation) any claims, liability, loss, damage, cost, expense, award, fine or judgment arising by reason of death or bodily injury of persons, injury or damage to property, defects in workmanship or materials, or design defects or arising by reason of the Contractor's negligent act or omission.

Should a homeowner hire a handyman/contractor for a job not to exceed \$599, the requirement for a certificate of insurance may be waived with Board Approval. An estimate is required for Board Consideration of Waiver of Insurance Provision.

Following initial approval, it may be necessary for the Owner to submit further details of the proposed changes requested. **TAKE NO ACTION UNTIL WRITTEN APPROVAL IS RECEIVED AND ALL CONDITIONS MET.**

Owner Initials: _____

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NAME: _____ DATE: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

I request permission to have the following changes made to my property located within the Fox Glen Community. (Please attach sketches or, for structural changes, architectural drawings and/or a current survey for fencing or exterior landscaping. If painting, please attach actual paint/color swatches for review.)

Proposed Contractor(s) (Name, Business Name, Phone Number, Email Address):

Submitted By: _____

Homeowners Signature: _____ Date: _____

***** FOR BOARD USE ONLY *****

Date Received & By _____

Date Reviewed by The Fox Glen Master Association, Inc.: _____

Approved: _____ Disapproved: _____ Conditionally Approved: _____

Conditions / Notes: _____

By Fox Glen Master Association, Inc.

Printed Name: _____

Signature: _____ Date: _____